

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. *C863*

Page 1 of 2

Agency  
Washington County

Division/Unit  
County Commissioner's

| Item No | Description  | Retention  |
|---------|--|--|
| 1       | General file<br>-consists not limited to: correspondence; permits; budget information; oath of office; resolutions; transcripts; impact fees studies; inventory list; training material; purchase orders                         | Screen annually. Destroy material having no further administrative, fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland Archives. |
| 2       | Land convey files<br>-contains but not limited to: newspaper ads (intention to convey land); notice of intention to convey land, correspondence, site drawing; board of zoning appeals decision                                  | Screen annually. Destroy material having no further administrative, fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland Archives. |
| 3       | Rezoning hearings (originals) - correspondence, graphs, blasting programs, resumes, case files, application for map amendments, zoning maps, handwritten notes, cassette tapes, application for amendment, site drawings, photos | Permanent. Transfer periodically to MD State Archives  |

Approved by Department, Agency or Division Representative

Date June 21, 1999

Signature

*Joni L. Bittner*

Type Name Joni L. Bittner

Title County Clerk

Schedule Authorized by State Archivist

Date JUL 20 1999

Signature

*Edward C. [Signature]*

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(CONTINUATION SHEET)

Schedule No. *C863*

Page 2 of 2

| Item No | Description   | Retention   |
|---------|---|---|
| 4       | Correspondence reading file: correspondence sent and received by the County commissioners | Retain for three (3) years, then destroy                  |
| 5       | Meeting minutes - cassette tapes  | Retain for one (1) year, then reuse.                      |
| 6       | Closed session minutes of Commissioners meetings  | Permanent. Transfer periodically to the MD State Archives |
| 7       | Board of County Commissioners minutes of meetings; resolutions; ordinance                 | Permanent. Transfer periodically to the MD State Archives |

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

Page 2 Of       

1. DEPARTMENT/AGENCY

Washington Co.

2. DIVISION COUNTY

Commissioners.

3. UNIT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

General File  
(Subject)

5. EARLIEST YEAR / LATEST YEAR

1982 to Current  
1984

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

CONSISTS OF, but NOT LIMITED TO: Correspondence;  
PERMITS; Budget INFORMATION; DATA OF  
OFFICE; RESOLUTIONS; TRANSCRIPTS;  
IMPACT Fees Studys; Inventory List;  
TRAINING material; Purchase orders;  
ETC. (over)

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size      ☐ Microfilm  
☐ Legal Size      ☐ Computer Tape  
☐ Bound Book      ☐ Floppy Disk  
☐ Audio Tape      ☐ Video Tape  
☐ Other (Specify) \_\_\_\_\_

8. RECORD SERIES SEQUENCE

- ☒ Alphabetical  
☐ Numerical  
☐ Chronological  
☐ Geographical  
☐ Other (Specify) \_\_\_\_\_

Subject

9. VOLUME

- ☒ File Drawer(s)  
☐ Microfilm Reel(s)  
☐ Computer Tape(s)  
☐ Other (Specify) \_\_\_\_\_

Number

CU. FT.

10. ANNUAL ACCUMULATION

- ☐ File Drawer(s)  
☐ Microfilm Reel(s)  
☐ Computer Tape(s)  
☐ Other (Specify) \_\_\_\_\_

Number

11. FILE IS USED

- ☐ Daily      ☐ Weekly      ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

Number

- ☐ Month(s)      ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

ADMIN. Bldg. 2nd Floor  
BASEMENT

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes specify agency or office)

- ☐ Yes \_\_\_\_\_ ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes \_\_\_\_\_ ☐ No

16. AUDIT REQUIREMENTS

- ☐ None      ☐ State      ☐ Federal      ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes \_\_\_\_\_ ☐ No

18. RECOMMENDED RETENTION

Use General File Retention

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

Sanitary Commissions Bond issue.  
Sheriff's sale (unclaimed) Agendas  
Packets; Award Applications; Financial  
Disclosure; Internet; Animal Control Reports;  
Legislative Issues; Union Issues;  
State of County Presentations; Land Fill;

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

Page 5 Of       

1. DEPARTMENT/AGENCY

*WASHINGTON CO.*

2. DIVISION *COUNTY*

*COMMISSIONERS.*

3. UNIT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

*LAND CONVEY FILES*

5. EARLIEST YEAR / LATEST YEAR

*1984* to       

6. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series:

*CONTAINS, BUT NOT LIMITED TO: Newspaper Ads. (intention to convey land) Notice of intention to convey land; Correspondence - site drawing; BOARD OF ZONING APPEALS DECISION;*

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size      ☐ Microfilm  
☐ Legal Size      ☐ Computer Tape  
☐ Bound Book      ☐ Floppy Disk  
☐ Audio Tape      ☐ Video Tape  
☐ Other (Specify)

8. RECORD SERIES SEQUENCE

- ☒ Alphabetical  
☐ Numerical  
☐ Chronological  
☐ Geographical  
☐ Other (Specify)

9. VOLUME

- ☒ File Drawer(s)  
☐ Microfilm Reel(s)  
☐ Computer Tape(s)  
☐ Other (Specify)         
Number *Ch. FT.*

10. ANNUAL ACCUMULATION

- ☐ File Drawer(s)  
☐ Microfilm Reel(s)  
☐ Computer Tape(s)  
☐ Other (Specify)         
Number

11. FILE IS USED

- ☐ Daily      ☐ Weekly      ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

- Number      ☐ Month(s)      ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

*ADMIN. Bldg - 2nd Floor  
BASEMENT*

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes             ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes             ☐ No

16. AUDIT REQUIREMENTS

- ☐ None      ☐ State      ☐ Federal      ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes             ☐ No

18. RECOMMENDED RETENTION

*use General File Retention*

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

Page 4 Of       

1. DEPARTMENT/AGENCY

Washington Co.

2. DIVISION COUNTY

COMMISSIONERS

3. UNIT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Rezoning Hearings  
(ORIGINAL)

5. EARLIEST YEAR / LATEST YEAR

1952 to CURRENT

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

Correspondence; Graphs; Blasting Programs;  
Resumes; Case File; Application for Map  
Amendments; Zoning Maps - Handwritten  
Notes; Cassette Tapes; Application for  
Amendment; Site Drawings; Photos.

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size      ☐ Microfilm  
☐ Legal Size      ☐ Computer Tape  
☐ Bound Book      ☐ Floppy Disk  
☐ Audio Tape      ☐ Video Tape  
☒ Other (Specify) Looseleaf Binders

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical  
☒ Numerical  
☐ Chronological  
☐ Geographical  
☐ Other (Specify) Hearing No.

9. VOLUME

- ☒ File Drawer(s)  
☐ Microfilm Reel(s)  
☐ Computer Tape(s)  
☐ Other (Specify) CU-FT.

Number 11

10. ANNUAL ACCUMULATION

- ☐ File Drawer(s)  
☐ Microfilm Reel(s)  
☐ Computer Tape(s)  
☐ Other (Specify)

Number       

11. FILE IS USED

- ☐ Daily      ☐ Weekly      ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

Number       

- ☐ Month(s)      ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

ADMIN. Bldg - 2nd Floor  
BASEMENT

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes             ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes             ☐ No

16. AUDIT REQUIREMENTS

- ☐ None      ☐ State      ☐ Federal      ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes             ☐ No

18. RECOMMENDED RETENTION PERMANENT. TRANSFER  
Periodically to the Md.  
STATE ARCHIVES.

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (OGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

Page 6 Of       

1. DEPARTMENT/AGENCY

*Washington Co*

2. DIVISION *County*

*COMMISSIONERS*

3. UNIT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

*Correspondence  
Reading File*

5. EARLIEST YEAR / LATEST YEAR

*1950 to Present  
1950*

6. RECORD SERIES DESCRIPTION / Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series:

*Correspondence sent + received by the  
Co. Commissioners*

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size      ☐ Microfilm  
☐ Legal Size      ☐ Computer Tape  
☐ Bound Book      ☐ Floppy Disk  
☐ Audio Tape      ☐ Video Tape  
☐ Other (Specify) \_\_\_\_\_

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical  
☒ Numerical  
☐ Chronological  
☐ Geographical  
☐ Other (Specify) \_\_\_\_\_

*Date*

9. VOLUME

- ☒ File Drawer(s)  
☐ Microfilm Reel(s)  
☐ Computer Tape(s)  
☐ Other (Specify) \_\_\_\_\_  
Number *CH-FT.*

10. ANNUAL ACCUMULATION

- ☐ File Drawer(s)  
☐ Microfilm Reel(s)  
☐ Computer Tape(s)  
☐ Other (Specify) \_\_\_\_\_  
Number \_\_\_\_\_

11. FILE IS USED

- ☐ Daily      ☐ Weekly      ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

- \_\_\_\_\_  
Number      ☐ Month(s)      ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

*ADMIN. Bldg - 2nd Floor  
Basement.*

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes \_\_\_\_\_      ☒ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes \_\_\_\_\_      ☐ No

16. AUDIT REQUIREMENTS

- ☐ None      ☐ State      ☐ Federal      ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes \_\_\_\_\_      ☐ No

18. RECOMMENDED RETENTION

*Retain for 3 years,  
Then Destroy.*

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275 - JESSUP, MARYLAND 20784

AGENCY RECORDS INVENTORY

Page 1 Of       

1. DEPARTMENT/AGENCY

Washington Co.

2. DIVISION

County Commissioners

3. UNIT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Meeting Minutes  
County Commissioners

5. EARLIEST YEAR / LATEST YEAR

1998 to current

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

Cassette Tapes of minutes of Commissioners Meetings

7. RECORD SERIES FORMAT(S)

- ☐ Letter Size      ☐ Microfilm  
☐ Legal Size      ☐ Computer Tape  
☐ Sound Book      ☐ Floppy Disk  
☐ Audio Tape      ☐ Video Tape  
☒ Other (Specify) Cassettes

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical  
☒ Numerical  
☐ Chronological  
☐ Geographical  
☐ Other (Specify) \_\_\_\_\_

Date

9. VOLUME

- ☒ File Drawer(s)  
☐ Microfilm Reel(s)  
☐ Computer Tape(s)  
☐ Other (Specify) \_\_\_\_\_

Number

1  
Ch. FF.

10. ANNUAL ACCUMULATION

- ☐ File Drawer(s)  
☐ Microfilm Reel(s)  
☐ Computer Tape(s)  
☐ Other (Specify) \_\_\_\_\_

Number

11. FILE IS USED

- ☐ Daily      ☐ Weekly      ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

Number

- ☐ Month(s)      ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

Admin. Bldg - 2nd Floor

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes \_\_\_\_\_ ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes \_\_\_\_\_ ☐ No

16. AUDIT REQUIREMENTS

- ☐ None      ☐ State      ☐ Federal      ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes \_\_\_\_\_ ☐ No

18. RECOMMENDED RETENTION

PERMANENT TRANSFER  
PERIODICALLY TO THE N.D. STATE  
ARCHIVES.

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

Retain for 8 years, then  
DESTROY.



INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW  
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION  
SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

Page 2 Of       

1. DEPARTMENT/AGENCY

Washington Co

2. DIVISION County

Commissioners

3. UNIT

DEFINITION: Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Closed Session Minutes  
Board of County Commissioners

5. EARLIEST YEAR / LATEST YEAR

1974 to CURRENT

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

Minutes From Closed Session of Commissioners  
Meetings.

7. RECORD SERIES FORMAT(S)

- ☐ Letter Size      ☐ Microfilm  
☐ Legal Size      ☐ Computer Tape  
☐ Bound Book      ☐ Floppy Disk  
☐ Audio Tape      ☐ Video Tape  
☒ Other (Specify) Loose Leaf Binders

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical  
☒ Numerical  
☐ Chronological  
☐ Geographical  
☐ Other (Specify) Date

9. VOLUME

- ☒ File Drawer(s)  
☐ Microfilm Reel(s)  
☐ Computer Tape(s)  
☐ Other (Specify) CH. FT.

Number 1

10. ANNUAL ACCUMULATION

- ☐ File Drawer(s)  
☐ Microfilm Reel(s)  
☐ Computer Tape(s)  
☐ Other (Specify)

Number       

11. FILE IS USED

- ☐ Daily      ☐ Weekly      ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

Number       

- ☐ Month(s)      ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

ADMIN. Bldg. - 2nd Floor

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes specify agency or office)

- ☐ Yes             ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes             ☐ No

16. AUDIT REQUIREMENTS

- ☐ None      ☐ State      ☐ Federal      ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes             ☐ No

18. RECOMMENDED RETENTION

PERMANENT TRANSFER  
PERIODICALLY TO THE MD. STATE  
ARCHIVES.

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

Page 3 Of       

1. DEPARTMENT/AGENCY

Washington Co.

2. DIVISION

COUNTY  
COMMISSIONERS

3. UNIT

DEFINITION - Record Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

BOARD OF COUNTY  
COMMISSIONERS MINUTES OF MEETINGS

5. EARLIEST YEAR / LATEST YEAR

1965 TO CURRENT

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

MINUTES OF THE ANNUAL MEETINGS OF  
COUNTY COMMISSIONERS; RESOLUTIONS;  
ORDINANCE;  
YEARS PRIOR TO 1965 ARE STORED IN THE  
WESTERN MARYLAND ROOM AT THE LIBRARY.

7. RECORD SERIES FORMAT(S)

- ☐ Letter Size      ☐ Microfilm  
☐ Legal Size      ☐ Computer Tape  
☒ Bound Book      ☐ Floppy Disk  
☐ Audio Tape      ☐ Video Tape  
☒ Other (Specify) 10 X 15

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical  
☒ Numerical  
☐ Chronological  
☐ Geographical  
☐ Other (Specify) \_\_\_\_\_

DATE

9. VOLUME

- ☐ File Drawer(s)  
☐ Microfilm Reel(s)  
☐ Computer Tape(s)  
☒ Other (Specify) \_\_\_\_\_

10  
Number CH. FT.

10. ANNUAL ACCUMULATION

- ☐ File Drawer(s)  
☐ Microfilm Reel(s)  
☐ Computer Tape(s)  
☐ Other (Specify) \_\_\_\_\_

Number \_\_\_\_\_

11. FILE IS USED

- ☐ Daily      ☐ Weekly      ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

\_\_\_\_\_  
Number      ☐ Month(s)      ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

ADMIN. Bldg - 2nd Floor

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes specify agency or office)

- ☐ Yes \_\_\_\_\_      ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes \_\_\_\_\_      ☐ No

16. AUDIT REQUIREMENTS

- ☐ None      ☐ State      ☐ Federal      ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes \_\_\_\_\_      ☐ No

18. RECOMMENDED RETENTION PERMANENT. TRANSFER  
PERIODICALLY TO THE MD STATE  
ARCHIVES.

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE